Event Rundown Schedule

Date: Saturday, December 3rd

Venue: Erskine College Gymnasium

Locker Room Assignment/Set Up:

7:00 AM - Teams are assigned locker rooms. Officials ensure all facilities are equipped and ready.

Branding/Signage Installation:

7:30 AM - Installation of banners and signage around the venue, focusing on entrances, seating areas, and courtside.

Audio/Video Equipment Setup:

8:00 AM - Audio and video teams set up equipment, test live feed, and scoring systems.

Staffing Arrival:

8:30 AM - All event staff report and check in at staff headquarters for briefings and assignments.

Team Arrivals:

9:00 AM - Teams arrive and are directed to their respective locker rooms.

Game Start Times:

10:00 AM - Opening ceremony begins.

10:30 AM - First game tips off.

12:30 PM - Second game tips off.

2:30 PM - Championship game starts.

Breakdown/Clean Up:

4:30 PM - Post-game ceremony concludes, and breakdown of event setup begins.

6:00 PM - Venue clean-up completed.

Risk Management Statement

Objective:

The risk management plan's main objective is to ensure the safety and security of all participants, staff, and spectators, while providing a smooth operational flow during the basketball tournament.

Identified Risks:

Injury Risk - Due to the physical nature of basketball, there is a risk of injuries ranging from minor to severe. Spectators might also be at risk if they interact closely with the play area.

Security Breach - Large public events are susceptible to security issues such as unauthorized access or disturbances that could jeopardize the safety of participants and attendees.

Why risks were chosen: Most relevant to this event

Security and Medical Personnel:

1 security personnel per entrance (total 2 for 2 main entrances, 5 total).

3 roaming security personnels inside the gymnasium.

A medical team of 2 EMTs and a sports medicine doctor are available on-site.

Decision Rationale:

Security numbers are based on anticipated crowd sizes (approx. 300 spectators) and layout of the venue, ensuring all major access points and sensitive areas are covered.

Medical team size reflects the risk level of sports injuries and immediate medical response requirements.

Signage and Policies:

Signage: Clear signage at all entrances (Entrance A, B, C etc., seating areas (Seating section A, B, C etc., and emergency exits (Emergency exits A, B, C., including directions to first aid stations (First Aid) and restricted areas.

Policies: Metal detectors present, No weapons, Nor drugs or alcohol.

Post-Event Press Release

Erskine College Successfully Hosts Annual High School Basketball Tournament

December 3, Erskine College, South Carolina – The Erskine College Gymnasium was abuzz with excitement as it concluded the prestigious annual High School Basketball Tournament this Saturday. The event saw thrilling performances from four top high school teams, culminating in a spectacular championship game that kept fans on the edge of their seats.

The tournament not only showcased young talent but also highlighted the spirit of sportsmanship and community. Erskine College extends heartfelt thanks to all participants, coaches, and supporters who made this event possible. Special appreciation goes to our security and medical teams whose presence ensured a safe and enjoyable experience for all.

Looking forward, Erskine College is excited to announce next year's tournament, promising even more action and community engagement. Stay tuned for updates and mark your calendars!

For media inquiries and more information, please contact [Grayson Reames].